# COLWICH PARISH COUNCIL

**MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 6TH NOVEMBER 2025 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.**

**PRESENT** (For all or part of the meeting): Cllr Plant (Chairman); Cllr Bloor (Vice Chairman); Cllr Dunn; Cllr B Forster; Cllr M Forster; Cllr Hall; Cllr Hardwick; Cllr Hill; Cllr Meakin; Cllr Mosley and Cllr Upton-Loach.

**IN ATTENDANCE:** Revd Mr Lennon (Chief Officer); Mr Egan (Deputy Chief Officer); Miss Aliner-Willis (Events Officer) and Cllr Cooper (SBC).

**PUBLIC ATTENDANCE:** 2 members of the public were in attendance.

**PUBLIC PARTICIPATION:** Neither person wished to speak at this time.

## MINUTES

**144/25** Revd Mr Lennon led the Council in **PRAYERS.**

**145/25** **APOLOGIES** were received from Cllr Martin (work); Cllr Walters (work); Cllr McKeown (meeting) and Cllr Mynors (SCC). Cllr Mosley noted that he would be leaving at 9:30pm.

**RESOLVED** to accept the reasons for absence.

**PROPOSED** Cllr Plant **SECONDED** Cllr Hall.
On being put to the vote, the resolution carried unanimously.

**146/25** There were no **DECLARATIONS OF INTEREST.**

**147/25** **WRITTEN REQUEST FOR DISPENSATION UNDER THE LOCALISM ACT 2011.**

**RESOLVED** to agree the written request from Cllr Martin for a 6-months dispensation due to work commitments.

**PROPOSED** Cllr Plant **SECONDED** Cllr Hall
On being put to the vote, the resolution carried unanimously.
The Chief Officer signed the request on behalf of the Council.

**148/25** **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 2ND OCTOBER 2025.**

**RESOLVED** to agree and sign the minutes as a true and accurate record.

**PROPOSED** Cllr Plant **SECONDED** Cllr Bloor.
On being put to the vote, the Resolution carried unanimously.

**149/25 THE MINUTES OF EVENTS COMMITTEE HELD ON 16TH OCTOBER 2025.**

Consideration was deferred to the 18th December 2025 meeting as insufficient Councillors were present who had also been present at the 16th October 2025 meeting.

**150/25 THE MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 20TH OCTOBER 2025.**

**RESOLVED** to agree and sign the minutes as a true and accurate record.

**PROPOSED** Cllr Plant **SECONDED** Cllr Hardwick.
On being put to the vote, the Resolution carried unanimously by those present who had attended the meeting of 20th October 2025.

**151/25 THE MINUTES OF THE ENVIRONMENT COMMITTEE MEETING HELD ON 20TH OCTOBER 2025.**

**RESOLVED** to agree and sign the minutes as a true and accurate record.

**PROPOSED** Cllr Bloor **SECONDED** Cllr Mosley.
On being put to the vote, the Resolution carried unanimously by those present who had attended the meeting of 16th October 2025.

**152/25 TO CO-OPT A NEW COUNCILLOR TO FILL THE VACANCY IN THE COLWICH AND LITTLE HAYWOOD WARD.**

The Chairman invited the applicants to address the Council in support of their co-option applications. Following questions from Councillors the Chairman put the applications to the vote:

| APPLICANT | VOTES |
|---|---|
| Duncan Sandbrook | 4 |
| Stephen Grocott | 6 |

Stephen Grocott was duly co-opted onto Colwich Parish Council and signed his acceptance of office form, witnessed by the Chief Officer. Cllr Grocott joined the Council for the rest of the meeting.

Mr Sandbrook apologised and left the meeting.

**153/25 THE CHAIRMAN'S REPORT** was noted.

**154/25 THE BOROUGH COUNCILLOR'S REPORT** was noted.

**155/25** There was no **COUNTY COUNCILLOR REPORT** (see 145/25).

**156/25 FINANCE AND ADMINISTRATION**

a. The payments made by Standing Order, Direct Debit, Electronic Payment and cheques issued since the last Full Council meeting were noted.[i & ii]
b. The receipts received since the last Full Council meeting were noted.[iii & iv]
c. The Bank Statements and Reconciliation were noted.
d. The conclusion of the audit was noted.

**157/25 THE MEMBERSHIP OF THE YOUNG PEOPLE AND NEIGHBOURHOOD PLAN COMMITTEES UP TO MAY 2026.**

**RESOLVED** to elect:

**Young People Committee**
Cllr Meakin

**Neighbourhood Plan Committee**
Cllr Hardwick

**RESOLVED** that the Chairman and Vice Chairman of the Council should be the Chairman and Vice Chairman, respectively, of the Neighbourhood Plan Committee and that the terms of reference be drafted accordingly.

**PROPOSED** Cllr Plant **SECONDED** Cllr Hall.
On being put to the vote, the Resolution carried unanimously.

**158/25 THE MEETING TIMETABLE FOR 2026.**

**RESOLVED** to agree and publish the timetable for 2026.

**PROPOSED** Cllr Plant **SECONDED** Cllr Mosley.
On being put to the vote, the Resolution carried unanimously.

**159/25** The **LEISURE COMMITTEE BUDGET FOR 2026/27**

**RESOLVED** to recommend a budget of £5,000 to the **FINANCE COMMITTEE MEETING OF 13TH NOVEMBER 2025.**

**PROPOSED** Cllr Dunn **SECONDED** Cllr Plant.
On being put to the vote, the Resolution carried unanimously.

**160/25 The NEIGHBOURHOOD PLAN COMMITTEE BUDGET FOR 2026/27.**

**RESOLVED** to recommend a budget of £2,500, to **THE FINANCE COMMITTEE MEETING OF 13TH NOVEMBER 2026.**

**PROPOSED** Cllr Plant **SECONDED** Cllr M Forster.
On being put to the vote, the Resolution carried unanimously.

**161/25 THE HEDGE ON EMERY DRIVE.**

**RESOLVED** not to sell the hedge on Emery Drive.

**PROPOSED** Cllr Plant **SECONDED** Cllr Hall.
On being put to the vote, the Resolution carried unanimously.

**162/25 THE SMALL GRANTS APPLICATIONS.**

**RESOLVED** to approve a grant of £268 to the Queen's Sapphire Jubilee Community Orchard.

**PROPOSED** Cllr Dunn **SECONDED** Cllr Plant.
On being put to the vote, the Resolution caried unanimously.

**RESOLVED** to decline the grant request from the In Bloomers as the Council has already funded the purchase of plants and the application is not in keeping with the Council's Green Infrastructure Policy.

**PROPOSED** Cllr Dunn **SECONDED** Cllr Plant.
On being put to the vote, the Resolution carried
Cllr Hardwick declared an interest in this item and took no part in the discussion or vote.

Cllr Cooper left the meeting.

**163/25 THE CIVIC AMENITY VISITS IN 2026.**

**RESOLVED** to continue with a 2-hour visit every other month.

**PROPOSED** Cllr Plant **SECONDED** Cllr Hall.
On being put to the vote, the Resolution carried unanimously.

**164/25 THE FORMAT OF THE CHRISTMAS LIGHTS SWITCH-ON EVENT IN VIEW OF THE RESPONSES FROM LOCAL SCHOOLS.**

**RESOLVED** to suspend Standing Order 1.4 and to exclude members of the public and press from the meeting so that the winners of the poster competition remaining confidential.

**PROPOSED** Cllr Plant **SECONDED** Cllr Hardwick.
On being put to the vote, the resolution carried unanimously.

During discussion the Chairman noted that the meeting had been running for 2-hours and so should be adjourned in line with Standing Order 1.28

**RESOLVED** that the meeting continues for a further 30-minutes in line with Standing Order 1.29.

**PROPOSED** Cllr **SECONDED** Cllr
On being put to the vote, the Resolution carried unanimously.

Cllr Mosley left the meeting.

**RESOLVED** to amend the event timetable to be:

| | |
|---|---|
| 4:00PM | Opening of the event with Festive Music and arrival of Santa |
| 4:30PM | Lucky Lee |
| 5:00PM | Anson School Choir |
| 5:15PM | Lucky Lee |
| 5:30PM | Colwich School Choir |
| 5:45PM | Lucky Lee |
| 6:00PM | St John's School Choir |
| 6:15PM | Lucky Lee |
| 6:30PM | Lights switch on |
| 6:40PM | Joint School Choir |

**RESOLVED** that the Chief Officer writes to the three schools with the revised timetable.

**RESOLVED** that the alternative timetable to be the 3 winners joining the Chairman at the JPF to switch-on the lights.

**RESOLVED** that the winners of the school poster competition be invited to "switch-on" the lights.

**PROPOSED** Cllr Plant **SECONDED** Cllr Hardwick.
On being put to the vote, the Resolution carried unanimously.

**RESOLVED** to reapply Standing Order 1.4 and to readmit members of the public and press from the meeting.

**PROPOSED** Cllr Plant **SECONDED** Cllr Hardwick.
On being put to the vote, the resolution carried unanimously.

**165/25 THE REVISED POLICY AND HEALTH & SAFETY DOCUMENTS.**

**RESOLVED** to agree and sign the revised policies:
PD012 Code of Conduct for Councillors.
PD013 Electronic Communications.

**RESOLVED** to defer consideration of the Health and Safety policies:
PD301 Health and Safety Policy Statements.
PD302 Display Screen Equipment.
PD303 Manual Handling.
PD304 Lone Working.

**PROPOSED** Cllr Hardwick **SECONDED** Cllr Plant.
On being put to the vote, the Resolution carried unanimously.

**166/25 THE GROUNDS MAINTENANCE ASSOCIATION (GMA)**

**RESOLVED** to join the GMA.

**PROPOSED** Cllr Dunn **SECONDED** Cllr Plant.
On being put to the vote, the Resolution carried unanimously.

**167/25 THE WINTER NEWSLETTER.**

**RESOLVED** to include the following articles:

| | |
|---|---|
| Christmas Lights switch-on | Christmas Lights competition |
| Local History | 2024/25 and 2025/26 Budget clarification |
| In Bloomer (Cllr Bloor) | WI (Cllr Hill) |
| Tolkien Project | Cllr Grocott bio |
| Local Baker (Cllr Meakin) | Walks in the Village book |

**PROPOSED** Cllr Hardwick **SECONDED** Cllr Plant.
On being put to the vote, the Resolution carried unanimously.

**168/25 DATE OF NEXT MEETING** to be 18th December 2025.

Meeting closed at 9:59pm.

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## Current & Deposit Bank A/cs

### Payments made between 01/09/2025 and 30/09/2025

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | **Nominal Ledger Analysis** | | | |
| 01/09/2025 | Ash Waste Services | DD | 246.41 | | 41.07 | 4308 | 301 | 205.34 | AWS - Wzster collection |
| 02/09/2025 | GeoXphere | EP | 120.00 | | 20.00 | 4015 | 101 | 100.00 | Subscription Parish On Line |
| 02/09/2025 | SLCC | EP | 36.00 | | 6.00 | 4010 | 102 | 30.00 | Webinar FAW "Market Parish" |
| 02/09/2025 | Benhill Press | EP | 447.00 | | | 4028 | 103 | 447.00 | Newsletter No 122 |
| 05/09/2025 | Cloudy Group Ltd | DD | 351.00 | | 58.50 | 4053 | 101 | 246.50 | MS365/Teams |
| | | | | | | 4303 | 301 | 46.00 | Phones |
| 05/09/2025 | Cloudy Group Ltd | DD | 1,440.00 | | 240.00 | 4053 | 101 | 1,200.00 | CRM ann subscription |
| 05/09/2025 | Cloudy Group Ltd | DD | 504.00 | | 84.00 | 4056 | 101 | 420.00 | Inspections Ann subscription |
| 09/09/2025 | Lloyds Bank Multipay Card | Transfer | 12.00 | | | 203 | | 12.00 | Repayment of payment card |
| 12/09/2025 | Sovereign Design Play Systems | EP | 4,987.61 | | 831.27 | 4406 | 401 | 4,156.34 | 40% interim balance |
| | | | | | | 342 | | -4,156.34 | 40% interim balance |
| | | | | | | 6000 | 401 | 4,156.34 | 40% interim balance |
| 18/09/2025 | Hutchison 3G UK Ltd | DD | 90.62 | | 15.10 | 4303 | 301 | 75.52 | Mobile phones |
| 23/09/2025 | SCP Trans Plan Infra Design | EP | 2,400.00 | | 400.00 | 4419 | 402 | 2,000.00 | Re car park works @ JPF |
| | | | | | | 355 | | -2,000.00 | Re car park works @ JPF |
| | | | | | | 6000 | 402 | 2,000.00 | Re car park works @ JPF |
| 30/09/2025 | Unity Trust | DD | 6.00 | | | 4019 | 101 | 6.00 | Manual Credit Handling Charge |
| 30/09/2025 | Unity Trust | DD | 11.85 | | | 4019 | 101 | 11.85 | Service Charge |
| 30/09/2025 | Corona Energy Retail 4 Limitd | DD | 230.29 | | 10.97 | 4304 | 301 | 219.32 | Parish Centre 01/08-30/08/25 |

**SIGNED AS A TRUE AND ACCURATE RECORD…………..……………….**
**DATE: 18TH DECEMBER 2025**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 30/09/2025 | Corona Energy Retail 4 Limitd | DD | 179.24 | | 8.54 | 4304 | 401 | 170.70 | JPF 01/08-31/08/25 |
| 30/09/2025 | Salaries, PAYE, NI, Pensions | Transfer | 20,794.69 | | | 204 | | 20,794.69 | Salaries, PAYE, NI, Pensions |
| | **Total Payments:** | | 31,856.71 | 0.00 | 1,715.45 | | | 30,141.26 | |

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## Lloyds Bank Multipay Card

### Payments made between 01/09/2025 and 30/09/2025

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | Nominal Ledger Analysis<br>A/c | Centre | £ Amount | Transaction Details |
|---|---|---|---|---|---|---|---|---|---|
| 01/09/2025 | Lichfield District Council | CARD | 1.50 | | | 4017 | 102 | 1.50 | Parking receipt re banking |
| 08/09/2025 | SPAR | CARD | 4.77 | | | 4043 | 105 | 4.77 | Sundries for Parish Assembly |
| 26/09/2025 | Lloyds Bank Plc | DD | 12.00 | | | 4019 | 101 | 12.00 | Monthly Fee |
| | **Total Payments:** | | 18.27 | 0.00 | 0.00 | | | 18.27 | |

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## Current & Deposit Bank A/cs

### Receipts received between 01/09/2025 and 30/09/2025

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | Nominal Ledger Analysis<br>A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|
| BGC | Banked: **02/09/2025** | **710.57** | | | | | | |
| BGC | CCLA Investment Management Ltd | 710.57 | | | 1190 | 101 | 710.57 | Dividend/Interest |
| | **Total Receipts:** | 710.57 | 0.00 | 0.00 | | | 710.57 | |

**SIGNED AS A TRUE AND ACCURATE RECORD…………..………………..**
**DATE: 18TH DECEMBER 2025**

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**Lloyds Bank Multipay Card**

**Receipts received between 01/09/2025 and 30/09/2025**

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|
| | | | | | **Nominal Ledger Analysis** | | | |
| | Banked: **09/09/2025** | **12.00** | | | | | | |
| Transfer | Current & Deposit Bank A/cs | 12.00 | | | 200 | | 12.00 | Repayment of payment |
| | **Total Receipts:** | 12.00 | 0.00 | 0.00 | | | 12.00 | |

**SIGNED AS A TRUE AND ACCURATE RECORD…………….……………….**
**DATE: 18TH DECEMBER 2025**